

PRISON CANTEEN MANAGER I

JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: October 23rd and 24th, 2006

Collective Bargaining Identification: R12

Job Analysis Conducted By: Lisa D. John, Associate Personnel Analyst
Department of Corrections and Rehabilitation

Number of Incumbents: There are 38 incumbents in this classification per
Department of Corrections & Rehabilitation
Filled/Vacant Position Report dated October 26, 2006.

Names of the Subject Matter Expert(s) and their background:

LARRY ANTHONY, PROCUREMENT AND SERVICES OFFICER II, DEUEL VOCATIONAL INSTITUTION

Larry has been with the Department of Corrections and Rehabilitation for over 22 years. He is currently a Procurement and Services Officer II at Deuel Vocational Institution.

JENNIFER DUBOSE, PRISON CANTEEN MANAGER I, RICHARD J. DONOVAN CORRECTIONAL FACILITY

Jennifer has been with the Department of Corrections and Rehabilitation for over 17 years. She is currently a Prison Canteen Manager I at Richard J. Donovan Correctional Facility.

KATHY RANDALL, PROCUREMENT AND SERVICES OFFICER I, PRESTON YOUTH CORRECTIONAL FACILITY, DIVISION OF JUVENILE JUSTICE

Kathy has been with the Department of Corrections and Rehabilitation for over 19 years. She is currently a Procurement and Services Officer I at Preston Youth Correctional Facility.

PATRICK WILLIAMS, PRISON CANTEEN MANAGER I, N.A. CHADERJIAN YOUTH CORRECTIONAL FACILITY, DIVISION OF JUVENILE JUSTICE

Patrick has been with the Department of Corrections and Rehabilitation for over 20 years. He is currently a Prison Canteen Manager I at N.A. Chaderjian Youth Correctional Facility.

PRISON CANTEEN MANAGER I INFORMATION GATHERING

The initial list of tasks and knowledge, skills & abilities statements were identified after conducting a literature review which consisted of:

- State of California class specification